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**From:** O'Brien, Elisabeth (DPH)  
**Sent:** Tuesday, April 26, 2011 12:27 PM  
**To:** Rosas, Giovanni (DPH)  
**Cc:** Sprague, Shirley (DPH); Zanolli, Janice (DPH)  
**Subject:** FW: UMass Medical School Online H&S Training - Annual Renewal

Hi Gio,

I told Shirley that because she is administrative personnel that it was my understanding that she did not have to complete the entire online training. I believe I gave you the list of what she and Janice had completed that pertained to them. However, she keeps getting the below email, I assume because all sections were not completed. Is this anything to follow up on or can she ignore it?

*Elisabeth O'Brien  
Evidence Office Supervisor  
Boston Drug Analysis Laboratory  
phone: 617-983-6631  
fax: 617-983-6625*

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**From:** Sprague, Shirley (DPH)  
**Sent:** Tuesday, April 26, 2011 10:16 AM  
**To:** O'Brien, Elisabeth (DPH)  
**Subject:** FW: UMass Medical School Online H&S Training - Annual Renewal

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**From:** Online Training [<mailto:info@ehetraining.com>]  
**Sent:** Tuesday, April 26, 2011 7:30 AM  
**To:** shirley sprague  
**Subject:** UMass Medical School Online H&S Training - Annual Renewal

**\*\*This is an automatic response - do not reply to this email.\*\***

You are due to re-new your annual online health and safety training for UMass Medical School. Please follow the instructions below to access the online training. If you have any questions, please contact your supervisor or the UMass Medical School health & safety department.

You will need a key to log on to the training site. To obtain a key:

- URL: <https://www.ehetraining.com/umassmed>
- Click on the link: Don't have a key? Click here.
- Select: I'm already a user and I need a new key to access the training system.
- Enter your email address and press Submit. Note: You need to enter the email address that you used to register on the site previously.
- You will be emailed a key and directions to access the site.

The UMass Medical School online H&S training is administered by Environmental Health & Engineering, Inc.  
([www.eheinc.com](http://www.eheinc.com)).